

COASTAL CHARLESTON COMPOSITE SQUADRON

CADET PROGRAMS OPERATING INSTRUCTIONS

This operating instruction (OI) contains essential information regarding the cadet program at the Coastal Charleston Composite Squadron, Civil Air Patrol. The information in this OI is a consolidation of standards, other CAP regulations, and squadron policies. It is the responsibility of all cadets and senior members involved in the cadet program to be thoroughly familiar with and follow these instructions. It is impossible to cover every possible situation; therefore, questions should be directed through the chain of command for items not covered or unclear. The cadet commander is responsible to ensure that the information in this instruction is current and correct, and the squadron commander is the approving official.

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Section 1: Cadet Responsibilities, Standards, Customs, and Courtesies

General: The responsibilities, traditions, standards, customs, and courtesies for members of the Civil Air Patrol apply to all of us and reflect our pride and professionalism as members of the United States Air Force Auxiliary. Military customs and courtesies are long time proven traditions explaining what is proper behavior and action, and what is not. Courtesies are acts designed to give respect to authority or rank. Customs are long time traditions carried out by or for a higher-ranking official. These are not to be considered as degrading or punishment.

Standards of Conduct:

General: You are responsible for carrying out orders, performing specific tasks related to your duties, and living up to the high standards of Civil Air Patrol. You will be held accountable for your actions, both in the performance of your duties and in your personal conduct. As a supervisor, you have the responsibility to make sure your subordinates meet the expected standards. You must hold your subordinates accountable and take appropriate corrective action when they do not fulfill their responsibilities. As a subordinate, you have the responsibility to look out for each other and ensure your fellow cadets are meeting the standards. Civil Air Patrol standards of conduct apply both on and off duty, in your personal behavior, in your treatment of others, and in both military and civilian environments.

Cadet Protection Policy: CAP strictly prohibits abuse of cadets. Senior members, cadets, and parents/guardians should immediately report incidents of observed or suspected abuse to the unit commander or the commander at the next higher level of command. Whenever a commander receives a report of abuse, suspects that abuse has occurred or may occur, or believes there is an appearance of impropriety involving cadet abuse by a member of Civil Air Patrol, the commander will immediately suspend the member from working with cadets and will report the abuse according to Civil Air Patrol Guidance contained in the CAPM 50-16.

For the purpose of this policy, the three types of abuse are defined as:

- Emotional Abuse. Cadets will not be subjected to excessive discipline or humiliating or emotionally distressing verbal abuse.
- Physical Abuse. Cadets will not be physically struck, hazed, or assaulted in any way.
- Sexual Abuse. Cadets will not be subjected to sexual molestation, touching, contacts, exposure, suggestions, or other incidents of a sexually oriented nature.

Tobacco, Alcohol, and Drug Use: Under no circumstances will cadets use, possess, or consume tobacco products, illegal drugs, or alcohol. Any violation will result in severe punishment to possibly include termination of CAP membership. You are responsible for (1) reporting known or suspected incidents of drug abuse by others and (2) encourage persons known to you to have an existing potential drug abuse problem to seek counseling.

Equal Opportunity and Treatment: Civil Air Patrol standards of conduct require that you treat others with respect and dignity regardless of their race, color, religion, age, national origin, sex, or handicap. Arbitrary discrimination by act or interference will not be tolerated. Cadets will not be hazed, forced to do excessive exercises or emotionally abused. Cadets who are abused, or suspect abuse, will immediately inform the squadron commander, DCC, or cadet commander and get the issue resolved.

Respect for Authority: As a general rule, highest-ranking personnel enter an aircraft or automobile last and leave first. When walking, junior-ranking personnel will walk to the left of senior-ranking personnel. If an officer approaches a cadet, who is sitting, the cadet will stand-up at attention. Similarly, cadets will stand at attention while being individually addressed by an officer, unless otherwise told to do so. When sending a message, which you cannot deliver personally, you use respects and compliments at the beginning of the message (Respects go up the Chain of Command, and Compliments go down). For example, if the Cadet Commander was sending a message to the Commander, they would say, "Cadet, give the Commander my respects and ask him if ...". The same goes for if the C/CC was sending a message to the Flight Commander, "Cadet, give the Flight Commander my compliments and ask him if ...".

Titles of Address: The use of proper titles is what distinguishes a professional organization from less accomplished organizations. All personnel will be addressed by their proper authorized title when in uniform, during squadron meetings, and at formal activities. Senior members and cadet officers are addressed as "Sir" or "Ma'am," or by their appropriate title or rank. Chaplains are addressed as "Chaplain" or by their appropriate religious title or rank. Chief Master Sergeants are addressed as "Chief", and all other sergeants are addressed as "Sergeant."

Addressing senior members and cadets:

Cadets higher in rank will be addressed by: [rank] [last name].

Senior members and cadet officers will be addressed by: [rank][last name] and always with "Sir" and "Ma'am."

Cadets lower in rank will be addressed by: "cadet" [last name] or [rank][last name].

Seven Basic Responses: Cadets will use the following statements when addressing superiors:

Yes, Sir (Ma'am).

No, Sir (Ma'am).

No excuse, Sir (Ma'am).

Sir (Ma'am) may I make a statement?

Sir (Ma'am) may I ask a question?

Sir (Ma'am) I do not know.

Sir (Ma'am) I will find out.

Reporting in procedures: Cadets will report in to all senior members, cadet officers, and cadet staff (flight commander and up) for any questions and comments concerning official CAP business.

To report to an individual:

- Knock twice and wait to be invited to enter (if in an office)
- Halt two paces from the officer's desk (or in front of the officer)
- Salute, hold the salute until it is returned, while addressing the officer properly: "(Sir...), Cadet [rank] [last name] reports as ordered," or "reports to make a statement," or "reports to ask a question."
- Conduct all business.
- When finished. Take one step backward, salute while saying "Good morning (afternoon, evening), (Sir...)."
- Hold salute until returned. Do an about face and depart.

Saluting: Saluting is a courtesy exchanged between all members of every military organization. It is used both as a greeting and as a symbol of mutual respect.

The following are the basic rules of saluting:

- You always salute when in an official uniform of CAP.
- You salute the President of the United States, all Medal of Honor recipients, commissioned officers and warrant officers of the Armed Forces, CAP senior members, and CAP cadet officers.
- Salute when you come within six paces of them outside.
- When not reporting, salute and offer an oral greeting. ("Good Afternoon, Sir")
- Hold your salute until the recipient returns it by saluting back.
- You do not salute when indoors unless formally reporting to a senior officer.
- Do not walk in another direction to avoid saluting it is disrespectful.

When not to salute:

- When you are carrying articles in both hands or are injured (an oral greeting should be used)
- When you are in a "No Cover/Saluting Zone"
- When you are a member of a military formation or work detail

Calling to Attention: When an officer walks into a room or walks by when you are standing in a group, it is the responsibility of the highest-ranking cadet present to call the room, group, or area to attention and salute if outdoors. If you are standing in a group, only the highest-ranking cadet salutes the officer.

Chain of Command: The chain of command will be followed unless an emergency situation warrants breaking it. Cadets wishing to report to other members higher in the chain of command other than their immediate supervisor will first request permission from their supervisor.

Uniform and grooming standards: Cadets will adhere to CAPM 39-1 while in uniform. Cadets represent the CAP and USAF both in and out of uniform. Proper behavior and respect for others is required at all times. In uniform, cadets should ensure they meet grooming standards at all times. Proper haircuts, shaves, cleanliness, and posture are essential to projecting the proper military image. Cadets will not walk/stand with their hands in pockets. Uniforms should always be clean and pressed. Boots or shoes should be highly polished and in good repair. Proper wear of the uniform is also required (hats on backward, unbuttoned pockets, loose strings, etc. do not project the proper image). The uniform of the day (UOD) will be posted or announced for each meeting and activity. Cadets are expected to wear the UOD unless they do not yet own the required uniform.

Proper Conduct in CAP Areas:

Good Stewardship: The squadron is a guest on Charleston Air Force Base. Extra effort must be taken to ensure the proper care of facilities, equipment, vehicles, etc. used by the unit.

In the Hall: Cadets will walk to the far right in the hallway, they will walk single file, square corners, and not talk unless directed to do so. When an officer or the cadet commander is standing in the hallway, stop and ask, “by-your-leave, (sir, ma’am, chief, or sergeant)” and wait to be excused before proceeding. Cadets should not interrupt seniors or cadet staff who are talking in the hall – stop and wait until recognized or until a break in the conversation and then say, “By your leave (sir, ma’am, chief, or sergeant).” When an officer or the cadet commander is passing by, stop and turn so that your back is to the wall and stand at attention. This is called “hitting the wall.” If an officer or the cadet commander is trying to get through a group of cadets the first cadet that sees this must yell, “make a hole” the remaining cadets will “hit the wall” making a path so that they can walk through.

In the classroom: Cadets should be at attention in front of their seats, ready for the class to start before the instructor arrives and gives permission to sit. Cadets will call the room to attention when the instructor walks in or out of the room and for cadet officers and senior members entering the room. During a class, the room will only be called to attention at the teacher’s or the ranking cadet’s discretion. Cadets will maintain discipline in the classroom at all times (no talking while others are talking). If a cadet wishes to ask a question or make a statement, he/she will raise his/her hand and wait to be called on. Horseplay will not be tolerated at anytime during meetings. Cadets should be attentive take notes, and pay proper respect to the instructor.

On Break: Cadets may talk quietly, study, or have a snack; however, excessive noise and horseplay will not be tolerated. Cadets must clean up all trash and leave the rooms in better condition than they found them. If being addressed by an officer, cadets will stand at attention and listen to the officer. If being addressed by an NCO, cadets will stand at parade rest and listen to the NCO.

In vehicles: All vehicle occupants will secure their seat belts. Cadets will keep talking to a minimum as not to disturb the driver, and if the radio begins transmitting, absolute silence will be maintained until all transmissions are complete. If operating the vehicle, all traffic laws must be followed (this includes during emergency services missions).

Negative Aspects:

Inappropriate Behavior: Public displays of affection such as hand-holding, embracing, or walking arm-in-arm, are inappropriate actions while in uniform and detract from the professional image of CAP. Horseplay and disrespect will also not be tolerated.

Disciplinary Actions: Any cadet who violates CAP regulations, fails to obey orders, has a bad attitude, is irresponsible, insubordinate, or displays any other behavior considered to be detrimental to the function and image of the squadron or the program will be reprimanded. Disciplinary action may include, but are not limited to the following: verbal reprimand, demerits, written reprimand, contacting of parents/guardians, probation, and termination of CAP membership. Probation and termination of CAP membership is only by the discretion of the squadron commander.

Meetings:

Attendance: Cadets must make every effort to attend and be on time to all squadron activities. Attending squadron activities is required for promotion and membership. Cadets not attending meetings regularly will not be allowed to attend weekend or special activities. If a cadet will not be at a meeting, he/she must notify the squadron before the meeting using their chain of command. Unexcused absents (tardiness) will result in demerit.

Updating Records: Each cadet is responsible for keeping their personnel records up to date and the cadet should check records once every quarter (every three months).

Section 2: Testing, Inspection, Promotions, Merits, and Awards

General: Cadets should take it upon themselves to test at every possible testing night. Testing normally takes place on the second and the fourth meeting of each month, beginning after inspections. In order to test, cadets must sign up for the required tests, and be eligible to test.

Testing: The achievement tests are not timed and are closed book. If a cadet takes a test and fails the following procedures will be observed: On the first failure if the score was below 50%, the cadet will be required to fill out flash cards with 25 questions for a LE test and 33 questions for an AE test. These cards must be presented to their element leader or flight commander for review and counseling. The second failure no matter what the score, the cadet will be required to outline the chapter or module in question and present it either to the flight commander, AE officer, LE officer, or the cadet commander. On the third failure, the cadet will report to the DCC or cadet commander for counseling.

Inspection: A points system is used to grade inspection.

You are graded on your:

- **Personal Appearance:** Haircut, General Cleanliness, Cosmetics, and Shave
- **Garments:** Cleanliness, Sizing, Press, Lint, Strings, and Shirt Tuck
- **Accouterments:** Patches, Insignia, Ribbon Order, and Gig Line
- **Footwear:** Shine and Boot Blousing

Physical Training: A cadet's level of physical fitness has direct impact on his/her ability to meet all aspects of the cadet program. It is imperative that cadets notify the activity leader of any condition that limits his/her ability to participate fully before starting physical activities. If a condition arises during training, notify the activity leader immediately.

Basic Cadet Training Program: New cadets will be placed in the BCT Program and will remain there until they have completed the program. The squadron procedures for new cadets are the same as outlined for all cadets unless another procedure is expressed in the BCT OI.

Points System (merits/demerits): The points system is used to track a cadets overall performance in the program and is used in determining cadet awards and special recognition to include but not be limited to cadet and element of the month, quarter, and year. Gig slips will be used to document both positive and negative actions.

This chart indicates the number of merits and demerits that may be given for each action:

Merits:		Demerits:	
Exceptional Uniform During Inspection	1-3 per item	Late To Meeting	3
Winning A Drill Down	5	AWOL	5
Volunteering For Work Detail	5	Talking While Another Has The Floor	2 to 5
Exceptional Performance Of Duties	2 to 10	Failure To Cover Or Uncover	2
Passing A Test	10	Disrespect	5 to 10
Passing A Test With 85 Or Higher The 1st Try	20	Unacceptable Uniform During Inspection	1-2 Per Item
Getting 10pts Higher On A Test (Pass Or Fail)	5	Failure To Perform Assigned Duties	5 to 10
Attending meeting	10	Quibbling Or Arguing	5
Excused Absence (1 Week Prior)	2	Fighting	20
Excused Absence (During Recall)	2	Failure To Report Any Demerit	Doubled
Emergency Absence (No Demerits)	5	Breaking Chain Of Command	2 to 5
Attending Weekend Activity	5 to 20	Profanity	5 to 10
Recruiting A New Member	5 per member	Unprepared For Meeting Or Activity	2 to 5
Discretionary	1 to 10	Discretionary	1 to 10

Awards: Cadet of the month, quarter, and year are determined using the merits as a basis.

Promotions: Promotions should be very important to each cadet. Earning a higher rank brings with it added benefits as well as responsibilities. To progress in rank and in the Civil Air Patrol, cadets must complete all requirements as stated in CAPM 52-16. In addition to these requirements, each cadet must be evaluated and recommended for promotion to the cadet commander by their CO(s). When a cadet believes they are ready for promotion, it is their responsibility to notify their CO(s).

Evaluations & Recommendations: A promotion evaluation will consist of two parts: an immediate evaluation and an overall evaluation. The immediate evaluation will review the cadet's performance during an evaluation. The cadet will be graded on military bearing, knowledge, uniform wear, proper procedures, and the way in which he/she presents him/herself. The overall evaluation will review a cadet's overall performance and leadership. This evaluation will also consider a cadet's past performance, improvement, attendance, and may involve a detailed review of a cadet's records. If a cadet does not pass both evaluations, he/she will have to repeat the evaluation at a time determined by the evaluators. Cadets will be provided feedback on the evaluation via a CAPF 50 from their CO(s). If a cadet does not pass the evaluation they should work extra hard to improve themselves in the identified areas before their next evaluation.

Section 3: Squadron Meetings and Activities

Supervision of Cadet Activities: A qualified senior member who has completed Level I and Cadet Protection Policy Training must supervise all CAP cadet activities. There must be at least two qualified senior members at all overnight cadet activities. All squadron members, especially commanders, will ensure that this is complied with.

Meeting procedures/requirements:

CAP ID Cards: Cadets are required to carry their CAP ID card with them at all times during CAP activities and squadron meetings.

Required Materials: Cadets are expected to come to each meeting with required materials. These include: your Leadership text, Aerospace text, this OI, notepad, writing utensil, and any other items requested for a particular meeting.

Sign-in: Cadets should sign-in immediately upon arrival at any CAP activity including meetings. On testing nights, cadets must also sign up on the testing sheet at this time. Cadets should then get ready for formation and inspection by checking each other's uniforms.

Standard meeting activities: Regular Monday night meetings start NLT 1900. Cadets are expected to arrive at the squadron NLT 1850 (staff NLT 1845) to allow time for signing in, test sign up, and getting ready for opening formation. If a cadet will be late, he/she must notify the squadron before the meeting using their chain of command.

Opening Formation: The opening formation will be assembled NLT 1900 and the report will be received at that time by the first sergeant. Immediately following that, the cadet commander will receive the report. The cadet commander will then publish the orders for the evening activities and make any announcements required. Once the orders are published, the flight commander will form the cadets for inspection.

Inspection: An inspection will take place every meeting night, with the exception of physical training (first Monday of each month) and be completed NTL 1915. The cadet commander or designated representative will conduct the inspection. At least once a month the DCC will inspect the cadets. Following the inspection the meeting's scheduled activities will begin.

Clean Up: Clean up should generally begin around 2040 and be conducted by elements or flights with clearly defined areas of responsibility. The first sergeant will inspect the areas each night noting any discrepancies and having them corrected immediately.

Closing Formation: The cadets will be formed up for closing formation NLT 2050. During the closing formation, promotions will take place and general comments will be made. The squadron will be dismissed by the cadet commander or designated representative NLT 2100.

Recall procedures: A weekly recall will be conducted by the sergeants and element leaders to account for all cadets and disseminate information about upcoming meetings and activities.